



King County
ADMINISTRATIVE SPECIALIST II
PUBLIC HEALTH- SEATTLE & KING COUNTY
ENVIRONMENTAL HEALTH SERVICES DIVISION
ENVIRONMENTAL HAZARDS SECTION
Hourly Rate Range \$16.42 - \$20.81
Job Announcement: 05AL5582B
OPEN: 2/1/06 CLOSE: 2/10/06

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Michelle Gross at 206-296-4792 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may also be faxed to (206) 205-5430.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Building, Environmental Health, 999 3rd Avenue, Suite 700, Seattle

WORK SCHEDULE: This position is overtime eligible. It works a 40-hour workweek; Monday through Friday; between the hours of 8:00 a.m. – 5:00 p.m. Days/hours/locations are subject to change due to staffing and/or customer service demands.

PRIMARY JOB FUNCTIONS INCLUDE: This position will provide full-time Administrative Specialist II support to the Environmental Health Division/Environmental Hazards Section. Dependability and accuracy are a must. This position is part of a clerical pool and must be able to work as part of a team. This position may be trained to enter and/or verify payroll data. Incumbents may be required to train co-workers on the duties performed by this position.

- Greets, screens and triages a high volume of clients on the telephone.
- Responds to inquiries from both internal and external customers; provides specialized and/or technical program-specific information that requires limited interpretation of established policies, procedures, and other relevant sources.
- Assesses and collects payments for a variety of services and permits.
- Issues permits for a variety of Environmental Health programs.
- Utilizes Windows based software to issue permits, enter data, update, and track data.
- Processes mail by retrieving, opening, sorting, attaching related documents and distributing.
- Proofreads and edits correspondence and forms.
- Assists professional staff as needed.
- Conducts end of day close-out on cash register.
- Maintains files; ability to stoop low and reach high.

QUALIFICATIONS:

- Application materials will be used in evaluating applicants' skills, including written communication skills.
- Alpha numeric filing skills, basic math skills and the ability to enter data, complex text and numbers, with at least 85% accuracy and a minimum of 45wpm. **Applicants will be tested in these skills.**
- Skilled at using advanced to intermediate word processing and spreadsheet software to complete assigned clerical tasks. Proficiency in a windows environment and the ability to use drop down menus, point and click software, multiple screens. **Applicants will be tested in these skills.**
- Skilled at maintaining confidentiality.
- Skilled at communicating in a pleasant, non-judgmental, respectful, culturally sensitive manner under varying levels of stress.
- Skilled at providing excellent customer service with discretion, patience and professionalism in person and over the phone. Demonstrated knowledge of good customer service etiquette and concepts.
- Skilled in use of a multi-line phone system as well as other office equipment including but not limited to fax machine, copiers, printers.
- Skilled in working effectively in a team environment.
- Skilled at working under pressure in a high stress environment.
- Skilled at working effectively with a diverse population.
- Skilled in the ability to handle multiple tasks and switching priorities as needed working effectively and efficiently with a high level of accuracy.
- Demonstrate excellent organizational skills.
- Skilled in working independently with minimal supervision.
- Skilled at handling difficult interpersonal interactions with discretion and diplomacy.
- Skill in following oral and written instructions, and following through on assignments as directed.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to work well under general supervision and within a team environment.
- You will be required to pass an office examination, which includes Advanced Word, and Excel.
- Bilingual applicants encouraged to apply.
- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: International Federation of Professional & Technical Engineers, Local 17, AFL-CIO

CLASS CODE: 8387 SEQUENCE NUMBER: 3061